

BUILDING SUPERINTENDENT

NATURE OF WORK

This is responsible administrative and technical work supervising the operation, maintenance, repair and alteration of all buildings and equipment within the Library system.

Work involves responsibility for organizing, directing and reviewing the work of employees in the building maintenance section performing skilled construction and repair functions on assigned buildings. The employee is responsible for estimates of labor and material costs; the preparation of plans and the quality of workmanship on all building and equipment repairs, remodeling and new work; and overseeing the work of contractors. Supervision is exercised over skilled maintenance and construction employees. Work is performed according to general policies approved by an administrative superior.

EXAMPLES OF WORK PERFORMED

Supervises, coordinates and inspects the work of skilled building maintenance employees; evaluates job performance.

Manages computerized building security systems including NECO entry/exit systems and video surveillance systems.

Plans and implements the repair, maintenance and operation of heating and air conditioning units within the Library system.

Estimates labor and material costs; uses CAD program to make working sketches; prepares itemized cost sheets for proposed equipment purchases and repairs, remodeling and work projects; supervises the maintenance of job reports and cost sheets on work performed.

Oversees the training and work of the cleaning contractor.

Assists in the preparation of specifications for grounds maintenance, custodial and special electrical, plumbing and HVAC related contracts; oversees, inspects and evaluates compliance with contractual requirements.

Plans and implements stack arrangements; maintains inventory of stored materials; manages in-house use of and rental of stack movers.

Inspects construction and repair work in progress for quality of workmanship and compliance with specifications.

Oversees the delivery and distribution of library and custodial supplies to all library buildings; prepares reports monitoring deliveries and covering unusual activities.

Serves as safety coordinator for the library system; ensures various safety codes and regulations are observed.

Receives and investigates emergency calls on plumbing, line leaks and stoppages, and building equipment breakdowns.

Prepares budget recommendations; ensures the expenditure of allotted funds; and prepares annual recommendations for Capital Improvement Plan.

Prepares written reports for the Library Director and Library Board.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of building maintenance and repair methods.

Thorough knowledge of work standards and practices in various building trades such as mechanical, electrical, plumbing, painting and carpentry.

Thorough knowledge of automated HVAC control systems.

Knowledge of fire, building, electrical, OSHA and ADA requirements as they relate to a library system.

Knowledge of video surveillance systems and automated building security.

Ability to plan and direct the work of building service employees, including skilled trades workers.

Ability to read and interpret building plans and specifications and to draw plans and write specifications for building repair and minor building construction work.

Ability to establish and maintain effective working relationships with co-workers, public officials, contracted vendors and the general public.

Ability to inspect and evaluate the work performed by skilled trades workers and others employed on construction repair projects.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus thorough experience in building construction and maintenance work including experience supervising maintenance workers.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus considerable experience in building construction and maintenance work including some experience supervising maintenance and custodial workers; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

4/74
Revised: 9/04